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Special Libraries Association, "Special Libraries, May 1921" (1921). *Special Libraries, 1921*. Book 5.
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Special Libraries

ADELAIDE R. HASSE, Editor
Council of National Defense
Washington, D. C.

Vol. 12

May, 1921

No. 5

AMERICAN RESEARCH CENTERS WASHINGTON, D. C. FIRST INSTALMENT

The Nation's Medical Library

By HOMER J. COUNCILOR,
Assistant Librarian, S. G. O.

Librarians, the Government, the country are proud of the Surgeon General's Library. The amazing faith of one man in the efficacy of the printed page brought into being in this country two of the greatest library systems of their kind, the Surgeon General's Library and the New York Public Library organization. A life singularly rich in achievement was that of the late Dr. J. S. Billings and it is gratifying to realize that this child of his brain, happily referred to by Mr. Councilor as the Nation's Medical Library, is carrying on the enterprise of its progenitor.

In our complex civilization, it is not difficult to understand the close relationship existing between industry and science, the practical and the theoretical, the commercial and the literary world. A discussion of the interdependence existing between medicine, with its allied subjects, and the various fields of commercial and industrial activity would, therefore, seem uncalled for. We may well accept as axiomatic the statement that, through the medium of medical literature, every profession is served. By it the architect solves his problems of hygiene and sanitation; the lawyer prepares his medico-legal briefs; the banker is guided in his investments; the life insurance company eliminates the element of hazard and operates on the basis of an almost mathematical certainty; the manufacturer of food products determines the effect of these products upon the human system; and all industrial plants are able to reduce the element of risk, decrease disability insurance and compensation payments, while at the same time increasing output. Whenever the human element enters the equation of business, medical literature is a large and important factor.

It is, then, a fact of more than passing importance, that the foremost medical library of the world is hidden away in our National Capital.

Housed in the same building with the

Army Medical Museum, the priceless collection of books comprising the Library of the Surgeon General's Office represents an ocean of medical information into which streams from the four corners of the Earth are pouring their publications. From a mere handful of office reference books (as the name of this Library would unfortunately seem to indicate) the collection has expanded until today with its more than 650,000 books and pamphlets it far outranks any similar institution in this country and is equalled only in number by the Library of the Paris Medical Faculty. While it is true that this latter library contains a greater number of items it must be remembered that this includes large divisions dealing with science, history, geography, works of travel, etc.

In the building of the Library of the Surgeon General's Office, a systematic search for the medical literature of all centuries has been followed and among other interesting divisions is the section devoted to rare books and incunabula dating back to the earliest days of printing. Indeed, the Library is exceptionally rich in 15th Century volumes, possessing more than 400, whose value could hardly be computed. It has been the constructive aim of the successive librarians to make an accomplished fact the slogan "If it is medical, it is in the Library of the Surgeon General's Office".

Before the war interrupted the established lines of communication, a total of 1,895 current periodicals were being regularly received as against 850 being received by the Library of the Paris Medical Faculty. This number has naturally decreased since that time owing to the suspension or discontinuance of many of the smaller or more technical journals. This is especially true of those formerly issued in Central Europe. A careful count of all accessions, books, pamphlets, serials, etc., shows that the Library is at present receiving more than 50,000 items annually.

A most generous system of inter-library loans permits the researcher living in any part of the United States to benefit by these wonderful facilities. Books of reference, rare items and volumes containing valuable plates are reserved, but the great bulk of material is available for loan to any bona fide reader through his local library. Thus has the Library become in fact as well as in theory a national institution, serving workers in every field of human endeavor from ocean to ocean.

Because of the almost limitless supply of literature crowding its alcoves the Library is the Mecca for research workers both of this country and of Europe—it being a rather paradoxical fact that the value of this Library is apparently more fully recognized abroad than here. About the tables in the Reading Room and the Library Hall are daily to be seen scholars from far and near.

In addition to the visitors who personally conduct their studies, the Library receives in every mail numerous requests for information of widely varied character—pleas for proper citations, complete or selected bibliographies, copies, photostats, and translations, even in many cases asking for a résumé of all the writings on a given subject. With a limited personnel, it is mani-

festly impossible to meet all of these demands, but in such cases the writer is referred to local researchers of known ability who care for such demands for a reasonable consideration. Through this arrangement, the man deprived of local library facilities comes at once into possession of the "Open Sesame" to the richest possible storeroom of medical literature, ancient and modern.

Overshadowing all other services or achievements of this valuable Library, however, is the publication by it of the Index Catalogue. This pioneer work in medical bibliography is at present unrivaled by any similar publication in existence. This work is an alphabetical list by subjects and authors of all medical literature—books, serials, pamphlets, and periodical articles—of the world. An idea of the relative importance of this colossal undertaking will at once be apparent when we say that should this Catalogue be utterly destroyed from the face of the earth, medical literature, save for that of more recent years, would instantly become a chaos. Two complete series—the first of sixteen, the second of twenty-one volumes—have appeared and copy is now being prepared for volume 3 of the Third Series.

This, in part, briefly describes our national fountain of medical information. To fully describe its resources, functions and influences would necessitate the writing of a history of the development of medical science in this country, if not of all time. Suffice it to say that were the Library of the Surgeon General's Office given a building befitting its worth, insured a staff sufficiently large to carry fully into execution its established policies, and supported by a generous appropriation, it would take its place among those institutions to which all Americans, great and small, point with a justly merited national pride.

The Air Service Library

In this article Major Hickam makes quite clear that this library, although as he points out, one of the newest Government libraries, is well on the road towards ranking not only with the other great libraries of Washington, but with aeronautical libraries anywhere.

Although the Air Service Library is one of the most recently organized in the entire War Department, it is rapidly becoming an important technical and general Library on matters pertaining to this branch of the Service. The nucleus of the Library came with the transfer of the "Aviation Section of the Signal Corps of the Army," which on May 20, 1918 became the Division of Military Aeronautics "charged with the operation and maintenance of all military aircraft," and the Bureau of Aircraft Production, "charged with complete and exclusive

jurisdiction and control over the production of airplanes, airplane engines and equipment for the use of the Army, and all books, records and office equipment." By Act of Congress of June 4, 1920, the Air Service, as it now functions, was created.

The Air Service Library is charged with "the procurement of all books and magazines for all activities of the Air Service, both for the local library and sixty-two aviation fields throughout the country; gathering and making accessible for reference purposes the originals of all documents of

the Air Service; gathering and maintaining for reference purposes the original print of all Air Service photographs, both foreign and domestic, the collection of foreign and domestic information on all aeronautical subjects; receiving and routing of all M. I. D. Air Service material, and maintaining liaison between the Air Service and Military Intelligence Division; production or procurement of all slides and films of the Air Service to be used for instructional and historical purposes; collection and making accessible of sets of blue prints for every accepted type of airplane, airplane engine, or airplane part," the aim being to make this is the best aeronautical reference library in existence

In August, 1918, the actual work of organizing the Library was begun, and at this time there are classified and catalogued, and immediately accessible, 2,500 standard books on aeronautical and allied subjects; and 16,000 original documents; about 40,000 photographs, and 2,000 films and slides, together with a large collection of blue prints of airplane engines and parts, and an invaluable clipping collection.

Necessarily much of the information contained in the Library is of a confidential or secret nature, and is accessible only to such persons as are designated by various government departments, and bureaus interested in aeronautics. Each day a typed list of new material available is posted in the library, where properly designated persons make choice of the documents in which they are interested.

Documents: While the library tries to have on its shelves copies of every standard aeronautical publication, its most valuable resources are not the printed books but rather the collection of some 16,000 original documents, to which addition is being made daily. These documents give the latest aeronautical development in all countries interested in the subject, those from foreign countries being secured through M. I. D. from the Air Attaches of all countries.

Cataloguing: The cataloguing of these documents has been most interesting, for, since the subject of aeronautics is so very new, the cataloguers could not be guided entirely by the recognized cataloguing guides, but had to adapt existing classifications to the peculiar needs of the subject. Hence the document catalog here will doubtless serve as a guide for future cataloguers.

All documents are bound in manila covers, and filed in steel cases, and for the 16,000 documents already filed a dictionary catalogue of some 28,000 cards has been made. In addition to the dictionary catalogue a serial catalogue has also been made, as there are so many invaluable series of aeronautical publications.

Magazines: The Library subscribes to the best aeronautical periodicals, and now receives regularly 166 English and Ameri-

can journals, and thirty in seven foreign languages. These magazines are immediately analyzed, and although this analyzing has been done but for a few months past, already about 5,000 index cards have been made, thus making the latest aeronautical news immediately accessible.

Photographs: The Library collects, files, and distributes all photographs taken by the Air Service. Already 40,000 photographs have been indexed and filed for ready reference, these include both American and foreign views of all kinds—views of cities, camps, historic buildings and activities of the A. E. F. The Photographic Section of the Library supplies many magazines, schools, and organizations with Air Service photographs needed in their work.

Films and Slides The procurement and distribution of all Air Service films and slides is also part of the library's activities and resources. These films and slides are loaned to certain authorized persons or institutions for lectures and instructional purposes. At this time there are some 2,000 films and slides in the collection, covering Air Service activities at home and abroad.

Blue Prints: The Blue Print Section has recently been turned over to the Library, and it is proposed to collect here, ready for reference and loan, under certain restrictions, a set of blue prints for every accepted type of airplane, airplane engine or part.

Personnel File: The Library has accessible a card file giving the name and record of every commissioned officer who has been connected with the Air Service since its beginning.

Other resources: In addition to the material noted in the foregoing, the Library has charge of the following files, of which no index nor catalogue has yet been made, but which are available for use, and will eventually, when their contents have been accurately catalogued, become most valuable data for the future historian:

A. E. F. technical and information files—
—which contain all data pertaining to Air Service activities overseas.

Bureau of Aircraft Production files—
—which give the history of the production of all aircraft during the war.

Aircraft Board files—containing the records of the Advisory and Consulting Board.

Major Langmuir files—containing technical information for the Bureau of Aircraft Production.

Colonel Harris' files—Colonel Harris was the legal advisor for the Aircraft Board.

Program and Statistics files—the programs and statistics of planes and engines during the war.

Such, roughly sketched, are the resources that the Air Service Library of the U. S. Army offers to the research worker; a collection of aeronautical information not to

be duplicated elsewhere, catalogued and filed after approved methods, and available for immediate reference.

It is true that the nature of much of this information is such that it cannot be given out indiscriminately, but it is here for the authorized searcher, and even the dilettante will find enough material available for his use to satisfy his curiosity, and to keep him

posted on all things aeronautical—while the authorized searcher will find that his search for the most authentic data may end in the Library of the Air Service of the U. S. Army.

By authority of the Chief of Air Service:
H. M. HICKAM,
Major, Air Service,
Chief, Information Group.

(To be continued)

The Day's Work in a Bank Library

By MARGARET REYNOLDS,

Librarian, First Wisconsin National Bank, Milwaukee.

There was a time when people didn't know what the term subscription library meant. Then came the time when people didn't know exactly what a free library meant. Next they had to learn what a Carnegie library meant. And now they're learning to know what a special library means.

There have been a good many invaders, like Daisy Ashford, Horace Wade and Hilda Conkling, in the field of literature, lately. To the uninitiated a financial library or any other kind of a library in a bank is considered as an invader but the initiated have a different viewpoint. We know, because in July, 1918, a general reference library was begun in our bank and statistics show that its usefulness is constantly increasing.

A special library after all is not so different from any other library. Just remember that you will see the same dictionary, the same encyclopedia, the same World's Almanac and the same atlas on the shelves. Besides seeing these things with which you are so familiar, you may see a few things with which you are unfamiliar.

Each financial library must determine for itself the field which it wishes to serve. Our Library serves the group of First Wisconsin financial institutions, which include the First Wisconsin National Bank, First Wisconsin Trust Company and First Wisconsin Company. We are not primarily a library of books, but a library to which people may come to ascertain where to find information. We do have some books of a general reference nature and then we have other books relating especially to finance.

We also have some back files of the "Bankers' Bible", in other words, the Commercial and Financial Chronicle, as well as some back files of the Banking Law Journal and the Annalist. We subscribe not only to financial magazines but to magazines which deal with current events and also to some of the trade journals. You will not see high piles of these on our shelves for as they come in they are scanned and added to the information file, which contains material covering a wide range of subjects. As for newspapers, the same policy is adopted, they too, being scanned and clipped

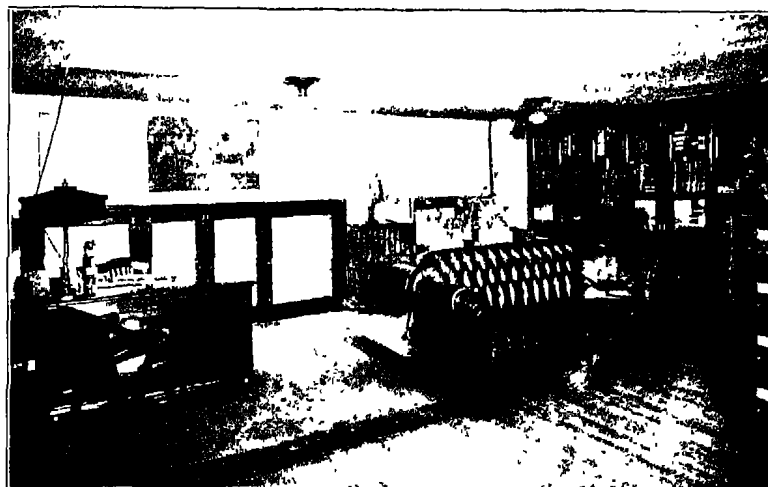
and thus made readily accessible.

We make a special point of keeping a copy of each printed matter which the Bank issues. We keep a scrap book which is especially devoted to publicity about the Bank. This scrap book is consulted for many purposes. From it one can estimate the amount of publicity, even to the very inch, which the Bank or an individual has had during a certain period. From it one could get tips in writing the history of the Bank for a given period. Another invaluable book is the one which contains the official and condensed statements, for each call, of the various banks belonging to the Milwaukee Clearing House Association.

Very near our reading table you will see a whole shelf of the various services which are now being published as an aid to the busy man. Readers' Guide to Periodical Literature, Public Affairs Information Service, the Brookmire Service, the Babson Service, Industrial Relations, published by the Bloomfield Brothers, and the various Income Tax Services are among those to be found.

There is a certain peculiar fascination about doing ready reference work. One can never tell when a patron enters the Library what he may want. Sometimes it is merely the name of a chairman of a committee in Congress. Again it is merely to verify the initials of some individual. Frequently credit men come in to consult the back files of our Directories as this is the only way in which they can ascertain the various changes of addresses of the floating population. Exports and imports come in for a large share of consideration. We have discovered that nearly every type of business man seems to find a special application from this for his business.

We have frequent inquiries as to what is the best dictionary and encyclopedia for home purposes. We frequently select books for men to give to their wives or sweethearts. We suggest subjects and furnish material for speeches or newspaper articles. Around income tax time we are fairly swamped settling simple points relating to that question.



First Wisconsin National Bank of Milwaukee Library

Then again the matter isn't so simple when an inquirer asks for material on long-haired asbestos; where it is found and what the yearly production has been for a period of several years. Or perhaps the representative of one of Wisconsin's biggest concerns wants an abstract of the Workmen's Compensation laws in the fourteen states in which their company operates.

Incidentally, for an hour each day we circulate books to our employees. Some of these the Bank owns and others we obtain from the Public Library. We always have some fiction here and get the non-fiction to suit the needs of the individual. It makes no difference whether a man is asked to speak on Thrift at a meeting of the Y. P. S. C. E. and asks us for material or whether he wants to speak on the customs of Hallowe'en or on the history of banking. We

try to serve all our friends alike and, changing the words of the poet-librarian, "Live in a bank by the side of the road and be a friend to man".

Naturally in such a place as Milwaukee, the patrons of the Library are quite a cosmopolitan group. We had the Pole, just back from Poland, whom we understood with difficulty, we have had the Hindu from far-away India who is a professor in Economics and we have had the Greek. It is no harder to deal with them than it is with the American who does not know what he wants. Men seem to feel that an element of mystery or secrecy must surround any information which they are trying to obtain and sometimes we have very amusing times as a result of this secretiveness of some individuals. (Repr. Financial Advertising, Feb., 1921.)



First Wisconsin National Bank of Milwaukee Library



Library of the Old Colony Trust Co., Boston, Mass.

The Research Department

In nearly every bank the day's mail brings great quantities of pamphlets, booklets, reports, clippings and letters giving more or less valuable information on many different subjects. Quite often, in the pressure of routine business much of this information gets lost or buried and is seen no more. Papers are thrown away that perhaps in two weeks or two months will be badly wanted, or if they are not thrown away they are so completely hidden under a heap of papers on somebody's desk that hours of time are wasted in trying to find them. All this can be avoided by the organization of a systematic filing method under the direct responsibility of some one person.

"Research Department" sounds perhaps altogether too formidable to the average sized bank. It creates a picture of an elaborately organized department with a large staff of skilled investigators. It need be nothing so de luxe as this. All that is necessary is to have some one person in the bank responsible for filing and indexing the information that comes into the bank and holding it so that it can be readily accessible for the use of officers and clients. In a smaller bank it is quite possible for the filing department to perform this function. The most important thing is to have all of this material centralized instead of being scattered about the bank on the desks of various officers.

This department should also have charge of the bank's library. Nearly every bank has at least some books on banking and allied subjects. These should be kept centrally located and carefully indexed so that they may be used to the best advantage. Employees should be encouraged to read books of an educational nature along lines in which they are particularly interested.

Magazines and periodicals should also be kept on file by this department and articles on various subjects indexed for future reference. An article in a current magazine on cattle loans, for example, may not be of any particular interest at the time it is received, but perhaps a few months later, Vice-President So-and-So will be called upon to make an address before a local farmers' association and he will be mighty glad to brush up a bit on the latest developments of this subject. All he has to do is to call for a list of references from the Research Department.

Once a department of this kind is organized it is relatively easy to keep it up. It is a simple matter of daily routine and accumulated matter becomes more valuable from day to day as more and more material is collected and indexed.

Banks that have such departments are enthusiastic as to results and can't see how they ever got along without. (Repr. *The Bankers' Magazine*, April, 1921).

Report on the Hospital Library and Service Bureau*

DONELDA R. HAMLIN, Director.

The Hospital Library and Service Bureau was organized by the American Conference on Hospital Service to act as a clearing house for matters of interest to those active in the hospital and public health fields. Until its establishment there had been no centralization of hospital literature in this country, no complete subject index covering current or past writings on hospital topics (save those made in a small way for individual use), and no extensive collection of plans, specifications, lists of equipment, and analyses based on actual operation of institutions of a type such as would be helpful to individuals, communities and public officials responsible for the development of new hospitals, dispensaries, health centers, and allied institutions.

The Hospital Library and Service Bureau is co-operative in every essential, not only its success but its very existence depend upon the co-operation of those active in the field it serves. It is a central repository wherein information is so arranged and

tabulated as to be made available for the use of those engaged in building, equipping, and operating hospitals, sanatoriums, dispensaries, health centers, and allied institutions.

While the Hospital Library and Service Bureau is under the direct guidance of the Conference, its immediate establishment was made possible by the financial support of national hospital, surgical, medical, and social service organizations, aided by the Rockefeller Foundation. Among the organizations which have so far contributed to the support of the Library are: The National Catholic Welfare Council, the American Association of Industrial Physicians and Surgeons, the American Medical Association, the American Hospital Association, and the Modern Hospital Publishing Company. The American Dietetic Association has also pledged its support. While it should be understood that the Library and Service Bureau serves, gratuitously, individuals having a legitimate interest in any phase of the

* Read before the American Conference on Hospital Service, March 9, 1921, Chicago.

work which comes within its scope, it is felt that public recognition should here be given to the organizations which have aided in the establishment of this important service.

The policy adopted by the Library committee precludes the giving of advice by the personnel of the library; it being the purpose of the organization to collect and disseminate information from which the persons using the library may make their own deductions.

I wish to lay particular stress upon the value of our service to the small hospitals who have not ready access to reference libraries and other sources of information. Our work with these institutions, particularly those in rural communities, will have to be carried on by correspondence. Since considerably over half the institutions of the United States are of less than fifty bed capacity, some idea may be had of the extent of this field.

Outline of Material to be Collected,

Perhaps the most important feature of the work done by the Hospital Library and Service Bureau during the first few months of its existence has been the Outline of Material to be Collected. This outline, which has been printed in the various hospital, public health, nursing and allied journals, gives a definite idea of the type of material which will eventually be available for reference purposes. A copy of the outline will also be sent to the superintendent of each hospital, sanatorium, and allied institution in the United States and Canada, so that the personnel of these institutions may have definite knowledge of the material being collected for their use. Additional material suited to individual needs will also be collected upon request.

Building committees and committees organized for the promotion of hospital projects will be especially interested in a list, recently compiled, of approximately sixteen hundred architects serving the institutional field. This list has been made in duplicate, one copy being arranged alphabetically, the other geographically, to facilitate locating the address of any given architect, or information regarding the architects in any given community. The card list also contains information in regard to the various institutions served by each of these architects. This information is now being verified and will soon be available for general reference purposes.

Floor plans of hospitals, sanatoriums and nurses' homes, with photographs of exteriors and interiors, are now being received for the permanent exhibit of plans which will be maintained at the Library. From this exhibit special exhibits will be prepared for national association meetings, from time to time. Floor plans will not be sent out of the Library except in the case of special exhibits at national association meetings when

they will be in the care of a representative of the Library.

A valuable list which is now available in the Library is a list of hospitals, sanatoriums and allied institutions of the United States, arranged according to type of service. This list has been classified by type of service rendered so that information is readily accessible as to the number and location of institutions of any given type. The list of approximately nine thousand institutions will be corrected and added from time to time. A similar list giving information in regard to the location and service rendered by dispensaries in various parts of the country is now in process of compilation. This will include industrial dispensaries and health centers such as the health centers being established by the American Red Cross.

The Library has on file a list of all the technical and professional journals which would be of interest to those engaged in hospital and public health work. Eventually current files of such magazines will be maintained in the Library.

Hospital reports, reports of special departments, and samples of records used in hospitals and dispensaries are being assembled. From these it will be possible to compile very valuable statistics and tabulations on the different phases of hospital activities.

A number of interesting and authoritative books have recently been added to the Library, a great many of which are autographed copies contributed by the authors.

To encourage frequent conferences among hospital workers, through the formation of local associations, the Library has been placed at the disposal of such associations. The Chicago Dietetic Association meets monthly in the Library and regular meetings of the Chicago Society of Anesthetists will be held beginning this month.

A list of hospitals opened during the past year is now being made. From these lists of original equipment will be secured with an expression from the superintendent as to the adequacy of the material selected.

A tentative arrangement for the procurement of information on the laws affecting hospitals of all states, has been made for submission to the Library Committee. It is hoped that within the near future a definite arrangement may be made so that such information may be available for our clientele.

Information from national associations dealing with the various phases of hospital, public health, child welfare, social service, nursing, dietetic, medical and surgical work is now available. This information includes the purpose and scope of the associations, the personnel, time and place of meeting, requirements for admission, reports and transactions. The Library will keep in close contact with these organizations that their work may not be duplicated and that in-

formation in their files may be available for those using the Library.

A card file is now being made of all institutions giving special courses in social service, public health, anesthesia, nursing, occupational therapy, physiotherapy, laboratory technic, and dietetics.

While every effort is being made to collect, as rapidly as possible, material for the Library and Service Bureau, it will be some time before all the material referred to in the outline is assembled. Despite this fact, inquiries are invited on any subject of interest to the hospital field. If the material desired is not immediately available, every effort will be made to secure it as promptly as possible.

Summary

The Hospital Library and Service Bureau is under the direction and an important part of the American Conference on Hospital Service.

It belongs to the constituent members of the Conference.

It was established to act as a clearing house on all phases of hospital and public

health work.

It will serve all persons actively engaged in such work. For instance, it will serve not only the superintendent of the hospital but the superintendent of the training school, the dietitian, the social service worker, and the heads of similar departments.

Its service is free. The more it is used the more valuable it will become through material collected to answer inquiries.

It does not give advice. That aid may be given in solving the problems of administration which arise, the Library will endeavor to learn how other hospitals have met such problems. The information thus secured will be transmitted to the person making the inquiry.

When you have studied the Outline of Material to be Collected, a copy of which may be had upon request, send in your suggestions as to how the outline may be amplified to meet your individual need. The outline in its present form is merely a chart of material which will be added to from time to time.

In the Hands of our Friends

The Need for Statistics about Business. (Engrng. News Record, May 5, 1921: 749, editorial.)

"Never before has so much attention been given in a public way to the use of statistical aids in the determining of business policy." This is the opening sentence of the editorial which is built around Mr. Hoover's U. S. Chamber of Commerce address at Atlantic City.

Wilson, Robert E., Functions of educational institutions in research. (Chem. and Met. Engrng., April 27, '21: 725.)

Houghton, Carlos C. What is a Special Library? (Library Journal, May 1, 1921, pp. 393-397.)

Mr. Houghton here describes some methods employed by him in building for the Poor Publishing Co. a special library on corporate information and finance.

Cole, Roland. Systematize Your Business Reading. (Printers' Ink Monthly, April, 1921, pp. 34-36, 108-114.)

Concerned chiefly with the routing of current trade periodical information.

Systems of U. S. Rubber Co., United Drug Co., National Cash Register Co., Gillette Safety Razor Co., Lyon & Healy (Chicago), John Lucas & Co., Sherwin-Williams Co., Eastman Kodak Co., described.

Nagley, Frank A. Research work for the Big Account. (The Burroughs Clearing House, May, 1921: 5-7, 34-35.)

Snappy story of value of research work to a bank. "Morgan", the hypothetical research man would make a mighty fine prospect for a special library. At any rate, every special librarian will get a lot out of this article.

A book-trade organ, in its issue of April 16, runs a full page appeal to booksellers, the beginning of which reads as follows: "A Word to Booksellers Concerning Business Libraries—One of the Encouraging Signs of the Times is the Steady Growth of Special Libraries in all Classes of Business Houses. Their Development was never greater than at the present moment."

Business Men Reading Books

(Automotive Industries, April 7, 1921—p. 773.)

"There is in New York a small and informal club of business executives who have known each other for many years. They meet occasionally and discuss business frankly. At a recent meeting only one of these men was able to say that his business curve was maintaining the proper slope.

This man is a publisher of business books. During the recent let-up in many activities, his products have been in greater demand. He said that especially the younger men in industry are buying and reading books on topics bearing on their business specialty. This is certainly a good indication."

Libraries for Public Utilities

By I. A. MAY, C. P. A.,

Comptroller, The Connecticut Company, New Haven,
Ex-President, American Electric Railway Accountants' Association.

Railroads, Street Railways, Telephone, Electric Light, Gas and Water Companies would be benefited by the establishment of even small libraries within their organizations and by more co-operation with the public libraries.

The public utility field is altogether too large to cover in one short article, and I will, therefore, confine my remarks to the street railway companies because I am more interested in that particular branch and very much more familiar with the detailed workings of it. The principles outlined, however, are the same in all of the different utilities.

Too little thought is given by the business man to the technical books that can be found in the library, and where information can be obtained that might save a great deal of time and money, if he would only search out these books. In the utility field very often experiments are made which cost thousands of dollars, when perhaps that same experiment has previously been made and a story of it already on file in the public library. The officials of the big railroads and larger utility companies throughout the country are realizing the value of the library and particularly the value of a library established within their own companies. The use of even a small company library is hardly realized by the officials of some of the smaller utilities. It is of value to the officials not only for reference purposes, but when used properly has a tendency to stimulate their minds to greater action in the matter of seeing to it that their company adopts all the latest and best machinery that science has produced in carrying out the object and purpose of the company.

In establishing a company library it is not necessary to have a large building, or use a great deal of space. Quantities of information can be confined to a small room, or book cases can be installed in certain offices, and they often add to the appearance of an office and make it much more attractive.

An accounting library, if used advantageously by the employees of a company, is of exceedingly great value, not only to the individual, but also to the company. An ambitious young man reads and thoroughly digests each book placed at his disposal, and by so doing, educates himself and becomes of more value to the concern for which he works. The example set by the ambitious young man tends to stimulate interest in the less ambitious individual, and with an accounting library open to his use, he eventually avails himself of the oppor-

tunities presented and familiarizes himself with many of the problems of accounting. In this way he broadens and expands and the company is benefited.

When special libraries are established it appeals to me that co-operation should be had with the public libraries. The writer established a small accounting library some years ago in the accounting department of The Connecticut Company, and when this was done arrangements were made to co-operate with the city library. In the front of each book in the special library a small typewritten statement was pasted, reading as follows:

"This book can be found in the New Haven Public Library under No. 657-B 16."

These statements were put in all of the books in the special library where the same books could be found in the public library. It can readily be seen that with such co-operation a clerk calling for a book in the special library which happened to be out at that time, could be given the reference to the book in the public library and obtain it there.

Public Utilities very often have occasion to conduct certain publicity campaigns, and in this there is no better medium than the public library, especially where the librarian is in touch with the subjects contained in the special libraries of the utilities, because if the Mayor of the City, a member of the Board of Aldermen, the Statistician, or any other person calls at the public library to obtain information, he can through the above mentioned co-operation obtain statements concerning service, city routing of cars, schedules and other information that has already been compiled by the Public Utility and is on file in the special library.

The Public Utility that has a special library should make it known to the general public through the Chamber of Commerce, Rotary Club, Kiwanis Club and other clubs and societies, so that the information that the general public should have can be obtained by them without any great inconvenience.

Modern business grows by leaps and bounds, and the best way for Public Utilities to keep in touch with modern thought is by the establishment of special libraries where special information can be obtained as to why a certain experiment is a failure or a complete success.

New Research Departments

Society of Automotive Engineers announces in the March issue of its journal the organization of a research department. The department will not conduct a laboratory but will co-ordinate the work in outside laboratories, direct investigations at the Bureau of Mines and Bureau of Standards on fuel and other subjects in automotive engineering, supervise co-operative tests in industrial laboratories, guide research programs to definite commercial ends, collect all available data on important automotive subjects.

American Paper and Pulp Association has just established an Information Service

The work of this new department will be the compilation and distribution of informative material not now handled by the affiliated associations.

Aberhill Institute, Los Angeles, Cal. Through the auspices of the Aberhill Coal and Clay Co., a technical institute is in operation for the development of the clay industry of Southern California.

The National Machine Tool Builders' Association. A statistical department to supply members with information regarding market conditions in the machine tool industry is being established.

Cost Accounting

The American Institute of Accountants has authorized the publication in book form of the bibliographies on accounting and allied literature compiled in the Library of the Institute. As a supplement to this work, and in order to keep the index current, the Institute has established a monthly service section in the Journal of Accountancy, containing references to accounting matter not appearing in the Journal.

An important group in the membership of the S. L. A. is the accounting group. The editor is pleased to announce that arrangements are being made for some special contributions on this subject of particular interest to the accounting library group. In the meantime the editor will make a small contribution by referring to the full text of the report of the Committee on Standard System of Accounting and Analysis of Cost of Production of the National Coal Association. This report had been adopted by the Association at its annual meeting held in Chicago, May 21-23, 1919. The uniform cost accounting system submitted in the report purported to have been prepared for the explicit purpose of insuring a more effective control of the operating processes at the mines.

On December 15, 1919, the Federal Trade Commission issued an order followed by

"Instructions for compiling semi-bituminous, bituminous or sub-bituminous coal or lignite reports on cost, income and tonnage." The coal producers objected to the order and instructions of the Federal Trade Commission on the ground that compliance with the latter's order required the keeping of a separate set of accounts, which interfered with their business, and maintained that the Commission was acting ultra vires when it undertook to issue the order. In order to test the authority of the Commission, the board of directors of the National Coal Association in January, 1920, authorized a suit enjoining the Commission from requiring operators to comply with the order of December 15, 1919. A bill of complaint and affidavits in support of application for temporary injunction was filed by the Maynard Coal Co., of Columbus, O., in the Supreme Court of the District of Columbia on March 10, 1920. This has been printed by the National Coal Association. 56 pp. 8°. Accounting librarians may wish to add it to their collections.

The entire text of the Report of the Committee on Standard System of Accounting and Analysis of Cost of Production of the National Coal Association is printed in full in the Hearings before the Senate Committee on Manufactures, 1921, on S. 4828, pages 182-203.

C & A Library Services

C & A stands for School of Commerce and Administration of the University of Chicago.

"In the 'sky-parlor' of the campus, the top floor of the west tower of Harper Library, may be found the library of the College of Commerce and Administration. It was started in 1916 as a reading room on the fourth floor of Cobb Hall. The growth, since that time, has been so rapid that the

present four rooms are inadequate to meet its needs.

The problem method has had an apparent influence in developing the library as shown by the sign "Conversation Room," which contrasts oddly with the more frequent card "Silence," which appears in most libraries.

In two of the four rooms the students are permitted to argue and discuss class problems. The only limitation placed upon the discussion is that it be not carried to the point of disturbing, in any way, those who are engaged in quiet study in the adjacent reading room.

Individual research by the student is encouraged by the open shelf method of handling books, periodicals and trade literature. The periodicals and trade journals received currently number 500, and cover every phase of business and industry. The student is free to "browse around" and become acquainted by direct contact with material correlating with his class work.

The selection of material has had a well-balanced and uniform growth covering the subjects of the courses given in the College. Published indices to current business literature leave much to be desired. To supplement these the library has an analytical card file of reference material. An information file, which indexes pamphlet and other forms of current material collected from many sources, also gives to the student recently published information on subjects coming within the scope of the courses. Although this file has had little publicity except by word of mouth, its presence has become known to students in almost every department of the University and has been

used by many of them.

To the student of advertising this collection offers a wealth of material not easily obtainable elsewhere. About 800 folders of promotion material are indexed so that a study may be made either by firm name, trade name, or subject. In preparing copy for class work the student has access to advertisements which give him the arguments used by competitive firms in presenting their products to the public. Approximately 1200 business house publications are indexed and on file.

For a term or class paper in the field of labor the file has a fund of information which cannot be found through periodical indices or library catalogues for it has been gathered mostly from printed sources which are not included in such records.

The student of finance and economics has access to business services, such as the Review of Economic Statistics published by Harvard University, the Banker's Economic Service and Babson's Service. Services on other subjects are also available.

It has been the aim to make the library a service station giving the student of business such assistance in working out his class problems as he may expect to receive later on as a man in business from his organization's business library." (Repr. Commerce and Administration, April, 1921.)

Escuela Superior de Comercio y Administracion, Mexico City

The use of trade papers as material from which to study the commercial history of foreign countries and by means of which to familiarize the student with commercial colloquialisms is indicated in this extract of a letter from the school.

"Contesto la muy atenta misiva de usted de fecha 10 de los corrientes, para manifestarle que en efecto en esta Escuela se utilizan algunas revistas americanas que tratan de asuntos económicos en general, muy especialmente en las clases de estadística, economía, geografía e inglés con el objeto de consultar los movimientos comerciales entre los diversos países que ocupan un lugar preferente en las transacciones internacionales, así como para hacer la his-

toria del comercio, consultar las mejores vías de comunicación y comparar el desarrollo comercial de cada uno de los países mundiales. Asimismo se utilizan las propias revistas en las clases de inglés para que los alumnos hagan las traducciones de los asuntos comerciales por ser las cuestiones que mas interesan a los educandos y por lo cual ponen más empeño en el aprendizaje del idioma inglés."

The National Research Council—A Correction

In the issue of SPECIAL LIBRARIES dated September-October, 1920, an article was published under the title "Organization of Research in Great Britain." In this article mention was made of the National Research Council and it was stated that the support of the Council, which was established during the war, "seems to have languished since the signing of the Armistice",

Dr. Vernon Kellogg, Permanent Secretary of the Council, has written to SPECIAL LIBRARIES pointing out that the above statement is inaccurate. In his letter Dr. Kellogg states: "As a matter of fact, if in referring to the support of the Council you are limiting yourself to Government support, then it is quite true that we no longer receive, nor are asking for, Government sup-

port. On the other hand, we have from private sources a much larger support than we have had at any time before. The Carnegie Corporation has pledged itself by formal resolution of its Board to give five million dollars, part of which (probably not over one million) is to be used for the erection of a building in Washington to house the National Academy of Sciences and the National Research Council, and the rest of which is to be an endowment for the National Research Council. We are now getting annual appropriations from the Carnegie Corporation which amount in effect to the interest on this endowment. In addition we have had considerable sums for the maintenance of special scientific projects from other large foundations as well as from various industrial companies and private individuals. The most notable of these gifts has been one of five hundred thousand dollars from the Rockefeller Foundation for the maintenance, for five years, of a group of Research Fellowships in Physics and Chemistry. For a single other specific project, namely, the compilation and publication of Tables of Physical and Chemical

Constants, we have received over one hundred thousand dollars from various sources. For the special support of investigation of fatigue phenomena of metals nearly fifty thousand dollars has been contributed. For the support of certain research work in physics touching several different lines, we have had thirty-five thousand dollars. For the making of a careful survey of the research situation in the colleges and universities of the country we have had twenty thousand dollars. For certain special investigations in connection with forestry we have had about fifteen thousand dollars. For use in connection with the promotion of research in fundamental science in any way deemed the most effective by the Council we have had from a single industrial concern an appropriation of twenty-five thousand dollars a year for five years. I might list several other items of support but I am sure I have referred to the subject at sufficient length to indicate that the activities of the Council are not being allowed to languish because of lack of financial support.

Government Services Department

CONDUCTED BY CHARLOTTE CARMODY,

Library, U. S. Department of Commerce.



This Department was inaugurated in April, 1921. A careful study of the detail of these services will show the great variety of information they comprise on specific points, to discover which much time is often spent in wearying searches. These services are intended for immediate and temporary use. Libraries are justified in acquiring only such of them as distinctly fit in with their needs.

ABBREVIATIONS

bal. = balance	imp. = imports
comp. = compiled	mo. = monthly
cons. = consumer, -sump	prec. = preceding
tion, -summing	prev. = previous
cor. = corresponding	prod. = producer, -duc-
cur. = current	tion
est. = estimated	Q., q. = quarterly
exp. = exports	repts. = reports

Titles will not be repeated unless a change of title or contents occurs, in which event a new entry will be made.

INTERNAL COMMERCE.

Summary of Freight Commodity Statistics of Class 1 Roads. (Class 1 roads are those having ann. operating revenues above \$1,000,000.) Q. (Interstate Commerce Commission.)

Scope of Service:

No. carloads and no. tons of revenue freight originating on respondents' road and total revenue freight carried of agricultural products (16), animal products (12), mineral products (11), forest products (5), manufactured and misc. products (25), for the U. S., the Eastern dist., Potomac dist., Southern dist. and Western dist. resp.

MERCHANT SHIPPING.

American documented sea-going merchant vessels of 500 gross tons and over. Mo. (Bureau of Navigation, Department of Commerce.)

History of Service:

Began Aug., 1918.

Scope of Service:

Vessels of 1,000 gross tons and over: steam and gas, classification according to size of vessels named in preceding list, comparison of service, sailing vessels, analysis of prec. lists, comparison of tonnage. Vessels of 500 to 999 gross tons: steam and gas, sailing. Recapitulation by trades, names and addresses of owners of vessels, comparison of ownership of vessels. Appendix: tankers of 500 gross tons and over, refriger-

ator vessels, vessels of 500 gross tons and over adapted for merchant service transferred to the Navy or the War Department since April 6, 1917, seized former German ships not incl. in prec. lists, cargo space required for some of the principal export commodities, world tonnage, world tankers.

RAILROADS—REVENUE AND EXPENSE.

Statement compiled, monthly reports of revenues and expenses of roads having operating revenues in excess of \$25,000,000 (these roads report about 80% of the total operating revenues of all roads having an operating revenues above \$1,000,000 for which the final summary will be issued separately). Mo. (Interstate Commerce Commission.)

Scope of Service:

Operating revenues (dollars) freight and passenger, total operating revenues, prev. and cur. yr., operating expenses: maintenance of way and structures, maintenance of equipment, total operating expenses, prev. and cur. yr. Net railway operating income (standard return) prev. and cur. yr. Names of roads: Eastern dist. (17), Pocahontas (2), Southern dist. (5), Western dist. (20). These figures are mo. and cumulative.

Compilations, subject to revision, from reports of revenues and expenses of steam roads in the U. S. This summary covers only roads having ann. operating revenues above \$1,000,000 (incl. 186 class 1 roads and 17 switching and terminal roads). Mo. (Interstate Commerce Commission.)

Scope of Service:

Summary of mo. rept. of large roads for the U. S., Eastern dist., Southern dist., Western dist. for prev. and cur. yr. Av. no. of miles operated; Revenues: total and per mile of road operated (dollars), freight, passenger, mail, express, all other transportation, incidental, joint facility, cr. and dr., rwy. operating revenues, Expenses (dollars): maint. of way and structures, maint. of equipment, traffic, transportation, misc. operations, general, transportation for investment, railway operating expenses, net rev. from rwy. operations, rwy. tax accruals (excl. war taxes), uncollectible rwy. revenues, rwy. operating income,

equipment rents, joint facility rent, ratio of operating expenses to operating revenues. Cumulative figures also given each mo. for same items.

RAILROADS—OPERATING STATISTICS.

Operating statistics for the month of roads having ann. operating revenues in excess of \$25,000,000 (incl. mixed and special train service. Mo. (Interstate Commerce Commission.)

Scope of Service:

Freight service train miles (000's), passenger-service train miles (000's), net ton-miles (000's), freight car-miles (000's), net ton-miles per loaded freight car mile, car-miles per car day, net ton-miles per car-day, region and name of road: New England region (3), Great Lakes region (9), O.-Ind.-Allegheny region (5), Pocahontas region (2), So. region (5), N. W. region (7), Central Western region (8), S. W. region (5). Figures for the mo. and cumulative.

TRANSPORTATION.

Revenue Traffic Summary, compiled from reports of large steam roads. Mo. (Interstate Commerce Commission.)

Scope of Service:

Freight traffic: av. no. miles road operated, revenue tons carried, revenue tons carried one mile (000's), freight revenue (dollars), av. miles per revenue ton per r.r., revenue per ton-mile (cts.), for New England, Great Lakes, O.-Ind.-Allegheny, Pocahontas, Southern, N. W., Central Western, S. W. terr. Passenger traffic: Revenue passengers carried, revenue passengers carried one mile (000's), passenger revenue (dollars), av. miles per revenue passenger per r.r., revenue per passenger per r.r. (dollars), revenue per revenue passenger-mile (cts.), for New England, Great Lakes, O.-Ind.-Allegheny, Pocahontas, Southern, Northwestern, Central Western, Southwestern terr. These figures are for prev. and cur. yr. for the mo. and cumulative Summary of mo. rept. of Large Roads, compiled from rept. of revenues and expenses of steam roads in the U. S., covering only roads having annual operating revenues above \$1,000,000,000 (includes 186 class 1 roads and 17 switching and terminal roads).

A matter of regret is the fact that, in view of the urgent need for economy, the British Government have decided not to proceed with the census of production, of which notice was given by the Board of Trade in December, 1919. A census in 1923 in respect of production during the year 1922 is in contemplation, and should this be decided upon an order under the Census of Production Acts will be laid before Parliament in the course of the current year.

The Industrie-Compass for 1920-21 in 3 vols. has just appeared. It is issued by the Compass-Verlag, Vienna, IX, 4, Canisiusgasse, 8-10, at \$4.00 for the three vols. of about 6,000 pages. The contents are ar-

ranged in 13 industries, viz.: building construction, glass and porcelain, mining, machine tools, beverages, chemical (incl. gas, rubber, petroleum, soaps), milling, electricity, wood-working, hides and leather, paper, textiles, sugar. In each of these industries the material is arranged under cities by firms. For each firm the exact nature of the product, date of establishment, capital invested, number of employees, character of equipment and bankers is given.

This same firm also issues similarly in three volumes covering financial interests, including banks, savings banks, municipal budgets, etc., with the same detail as is outlined for the Industrie-Compass. The financial set is priced at \$5.00.

Special Libraries

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Published Monthly except July and August at 20 Vesey Street, New York N. Y.
Entered as second-class matter at the Post Office at New York, N. Y. Acceptance for
mailing at the special rate of postage provided for in Section 1103, Act of Oct. 3, 1917,
authorized June 10, 1919.

Rates: \$4.00 a year; single copies 50 cents.

Checks for dues and subscriptions should be made out to the Association and mailed
to Miss Margaret C. Wells, Asst. Sec'y-Treasurer, care American International Corpora-
tion, 120 Broadway, New York City.

EDITORIALS

SWAMPSCOTT

1921

SWAMPSCOTT

HERE AND NOW

At one of the early meetings of the present Scientific and Technical Sec-
tion of the Federal Employees' Union, No. 2, the addresses were rather desul-
tory. They wandered around and around the point of the evening, whether
or not certain action involving the administration of the Section should be
taken. Quite late in the evening a not particularly good speaker, but one full
of conviction came nearer and nearer to the point, and circling closer and
closer, he finally pounced on it with the declaration that "here and now",
action was to be taken. And it was, and everybody went home, quite satisfied.

Have you made up your mind to come to Swampscott in June? If not,
do it here and now.

INDUSTRIAL WASTE

\$90,000,000 is one year's loss at present on unmovable cotton (Hearings
Senate Committee on Reconstruction and Production, 66th Congress, p. 1462).

- (Of 2000 lbs. natural resources (coal),
- 600 " is left in for pillars and extraction;
 - 31 " is consumed in mining of coal;
 - 82 " goes to steam in transporting coal;
 - 13 " goes to reduction by shrinkage;
 - 446 " are lost in gases due to improper combustion;
 - 51 " are lost by radiation;
 - 51 " are lost in ashpit;
 - 650 " loss in conversion of heat into mechanical energy.

1924 lbs. loss.

- 76 " actually go into mechanical energy in a ton of
coal. (Coal Age, Nov. 11, 1920.)

SWAMPSCOTT

1921

SWAMPSCOTT

Under our present lumbering system 37% of the tree is marketed; 63% rots in the forest. (Printers' Ink, April 29, 1920, p. 151.)

The point in making these statements is not the drawing of a parallel of waste in our industry per se, but the enormous amount of information controlled by our industry which represents waste energy unless recovered, assembled and marketed. The question is undoubtedly worth serious consideration, would not such recovery go very appreciably towards promoting the elimination of existing industrial waste. To be effective this recovery, assembly and marketing must be systematically done and done in co-operation with the ultimate consumer.

AMERICAN RESEARCH CENTERS

The Hon. Simeon Fess, Representative from Ohio, on December 29, 1920, made a speech in the House, in which he referred to the fact that Washington is rapidly becoming the "world's greatest center for scholarship". That it is both a fruitful and fructifying workshop for scientific and economic research is amazingly disclosed upon even a cursory inquiry.

SPECIAL LIBRARIES, in this number, publishes the first of a series of articles calling attention to some of the more conspicuous Government libraries which serve the research worker. Many of these collections, despite lack of funds, lack of facilities, lack of appreciation that they are quite as essential as laboratories, that, in fact, they are laboratories, are staffed by men and women, unostentatiously, devotedly giving a service, poorly paid for, but which, if suspended for but a day, would be a serious embarrassment to many a vital Government enterprise.

ASSOCIATION ACTIVITIES

AN INVITATION TO AMERICAN FILE WORKERS

To the Members of the Filing Profession.

The Twelfth Annual Convention of the Special Libraries Association will be held this year in conjunction with the annual convention of the American Library Association, Swampscott, Mass., June 20-29, and all members of the filing profession are hereby cordially invited to attend and to take part in the General Sessions and Group Meeting discussions.

The Convention opens with a general reception on Monday evening when everybody will have the chance to get acquainted. The first General Session will open on the afternoon of the day following and will be devoted to "How the Business Man Obtains Information." The two other general sessions, on Wednesday and Friday, will deal, respectively, with "The Practical Value of Information to the Business Executive", and "How Special Data Collections Can be of

Assistance to the Business Executive." A Joint Session with the American Library Association will be held on Friday morning.

A special feature will be the Group Meetings, three in number, which will be devoted to (1) Sources of Information; (2) Filing and Organizing Business Data, and (3) Selling Business Data to Executives. Filing experts are especially requested to be present for the second group meeting so that a really worth while discussion of filing may result.

The speakers on the program will include business executives who have ideas as to the value of information in business, men and women trained in research methods, and others with special experience in special library and filing work.

Readers of FILING are asked to send in their suggestions as to how the program can be developed to meet their needs.

DORSEY W. HYDE, JR., President,
Special Librarian Association.

NEW YORK S. L. A.

The special librarians of New York City and vicinity and all friends who wish to join us, are planning to make the journey to Boston for the annual convention in one group. The plan is to go by boat from New York by the Cape Cod Canal route; we should leave here at 5 o'clock one evening, either Saturday June 18th or Sunday, June 19th, and arrive in Boston on the following morning. It is a very pleasant journey. That evening we intend to have an entertainment of some kind and a jolly time together. Any one interested in this plan and who wishes to join the party, will please communicate with Miss Katharine Tappert of the New York Evening Post, 20 Vesey Street.

On May 18th, the Association held its annual meeting. In addition to the usual business of such an occasion an open forum was held on the Relationship of the American Library Association and the Special Libraries Association.

Miss Rebecca B. Rankin, Assistant Campaign Manager, reports, for the Membership Committee, that the work is well under way in New York City, with the following local committee in charge of the work:

Mrs. F. A. Ballard	Alice Kyte
Fannie Campbell	Edyth L. Miller
M. Clement	Alma Mitchell
Grace Courstansen	J. Henry Parr
Harriet Elias	Elizabeth Scovill

J. H. Friedel
Audienne Graham
Elizabeth Hazeltine
H. W. Hering
Carlos C. Houghton

Rae Simpson
Katherine Tappert
Earle F. Walbridge
Elizabeth B. Wray

May 31, 1921.

Dorsey W. Hyde, Esq.,
President, Special Libraries Association,
Washington, D. C.
Dear Mr. Hyde:

As Chairman of the Nominating Committee of the Special Libraries Association I beg to submit the following unanimous report of nominations to be voted upon at the annual meeting of the Association at Swampscott, June 1912:

President, Dorsey W. Hyde, Jr.; First Vice President, Helen E. Hemphill; Second Vice President, Rebecca B. Rankin; Secretary-Treasurer, O. Louise Evans; Assistant Secretary-Treasurer, Alfred B. Lindsay; Executive Board, The above officers together with Edward H. Redstone, Mrs. Bertha V. Hartzell

Yours very truly,
Maude A. Carabin,
D. N. Handy,
R. H. Johnston, Chairman
Nominating Committee.

For the Committee:
(Signed) R. H. JOHNSTON,
Chairman.

SPECIAL LIBRARY FIELD DOINGS

Miss M. L. Alexander, Librarian of Barton, Durstine & Osborn, Inc., Advertising, New York City, is compiling a List of Advertising Libraries with the idea of starting an Advertising group of the Special Libraries Association. Miss Alexander has been asked to act as chairman of this group.

The University of Michigan General Library has announced its Summer Session in Library Methods, July 5—August 26. The two courses offered of interest to the Special Librarian are: Collection, Organization and Use of Current Pamphlet Material with special reference to Civic Subjects for High School Libraries. Lectures and Practical Work—Miss Thomas. Public Documents, Federal and State—Professor Walter.

Miss Caroline E. Williams was married in New York City, on April 16th to Mr. Herbert E. Foote. Miss Williams was Secretary-Treasurer of Special Libraries Association during 1918-1919.

Miss Suda L. Bane is with the American Relief Administration, doing work which

demands library training. Miss Bane is engaged upon a compilation of the documentary history of the American Relief Administration, the organization and indexing of economic and historical documents relating to Europe during the Armistice. In addition, Miss Bane is assistant editor of the American Relief Administration Bulletin, and withal a modest little lady who gets heaps of satisfaction out of doing a job well.

Preparation for Special Libraries is announced in a recent University of Illinois Circular. The proposition is as follows. For the benefit of students who plan to work in special libraries, a modification of the senior course is, under certain conditions, permitted. A student who has satisfactorily completed the work of the junior year may petition for such modification, provided he intends to work in a business, chemical, agricultural or other special library, and provided his undergraduate courses included a sufficient number in the field in which he expects to specialize, or in closely related fields. In such instances, the faculty may permit the student to substitute for certain

of the regular library courses, such electives in the various colleges of the university as may fit the student for the most successful work in the special library chosen. The required practise work, and the seminar course, are also modified to meet these special needs of the student.

A student preparing for work in a special library, under the above plan may utilize to some extent at least, the resources of the Colleges of Agriculture, of Commerce, and other departments of colleges of the University.

Prof. Ralph L. Power, second Vice-President of Special Libraries Association, writes on Statistical and Accounting Laboratories in Office Appliances for April.

Mr. Ansel A. Slobod, formerly librarian of the Curtis Engineering Corporation, has for some time been connected with the Main Library of the General Electric Company as assistant librarian in charge of reference and bibliographic work. Previous to his

coming to Schenectady, Mr. Slobod spent about a year at the Engineering Societies Library on special development work particularly along classification lines.

Ax-I-Dent-Ax, the employees magazine of the U. S. Smelting, Refining and Mining Co., in its May 1, issue, announces the organization of a library for Smelter employees of the Midvale plant. "Cut the Cost of Brain Food" is the latest slogan adopted by the management of the Midvale smelter. What Mr. Beach and his co-workers are doing for the smelter stomach, the management are doing for the smelter mind—only more so, for, while hams and bacon are "coming at cost," books are coming for nothing.

The notice posted by Superintendent Hamilton two weeks ago is obtaining remarkable results. Book suggestions are being sent in daily, and, without doubt, the smelter will soon be ready to boast of an A-1 library, all catalogued, numbered, shelved and "ready to go."

THE DATA FILE

Investigations of the Chemical Literature by Frank E. Barrows, a series of articles which appeared in Chemical and Metallurgical Engineering of March 9, 16 and 23, 1921, resp., has now been issued as a separate of 40 8-pages. The brochure ought to be made the subject of compulsory study by every library school student. Elsewhere we reprint some significant extracts from Mr. Barrows pamphlet.

Bibliography of Aeronautics, 1909-1916. Compiled for the National Advisory Committee for Aeronautics by Paul Brockett, librarian of the Smithsonian Institution. 1921. VIII, 1493 p. large 8°.

The publication of this volume was authorized by Act of Congress of July 1, 1918. The bibliography covers the literature published from July 1, 1909 to December 31, 1916, and continues the work of the Smithsonian Institution issued as volume 55 of the Smithsonian Miscellaneous Collections, which covered the material published prior to June 30, 1909. The wide, one-column page gives the volume an impressive, dedicatory appearance. The formality of the page is off-set by the unobtrusive type, 8 and 6 point roman only being used. The material is arranged in dictionary form, the selection of subject headings being very practical. Thus there are almost five pages of entries under "Laws," enabling the student to trace aerial legislation; under "Records" are assembled altitude, duration, etc., records; under "Nomenclature," all that has been printed

on the terminology of aeronautics. It is a most practical volume, and the Committee makes the welcome announcement that a volume covering the years 1917-1919 is in preparation, succeeding which bibliographies will appear in annual volumes.

Catalogue of Books and Periodicals in the Library of the Public Service Commission of New Jersey. Newark, 1920. 91 p. 8°. A welcome compilation, clearly printed, simply schemed and classified in broad groups with alphabetically arranged subgroups.

An elaborate illustrated history and description of the railroads comprising the Hill System of Railroads has been prepared by Harris, Forbes & Co., of New York City, for distribution among investors. This historical study is of particular interest now in view of the announcement of the issuance by the Northern Pacific and the Great Northern of the largest single issue of bonds in the history of the railroad industry.

"A system of Uniform Cost Finding for Paving Brick Manufacturers," a beautifully printed, 44-page report of the Committee on Uniform Cost Finding of the National Paving Brick Manufacturers Association, has been issued by the Association in a limited edition. The address of the Association is Engineers Building, Cleveland, Ohio.

Little has been known of the workings of

the public laundry. A booklet just issued by J. H. Sweet & Co., Inc., 29 Liberty St., New York City, describes this industry. There are approximately 10,000 public laundries in the U. S., with an annual income well over \$1,000,000,000—an average of over \$100,000 per laundry per year.

The National Industrial Conference Board has issued its Annual Book Review as part 2 of the Industrial News Survey of April 9, 1921. One hundred and fifty selected books on labor and industrial economics of 1920 are reviewed.

"Our World Trade in 1920," a 26-page booklet recently issued by the U. S. Chamber of Commerce surveys the value and volume of principal exports and imports between the U. S. and chief foreign markets.

Classification Bibliographique Décimale. Tables des Divisions 621. 39. Technique des Communications à Distance dressées en collaboration par A. L. Vermendel et F. R. de Grauwe, has just been issued for the Institut International de Bibliographie by the Bureau d'Organisation Economique (B. O. E.) 124-126 rue de Provence, Paris. Price, fr. 250. The extent to which this D. C. classification has been developed may be gauged from the fact that it comprises 16 pages of small type, and that in a few cases 12 symbols are employed.

The "Directory of Mexico" is a comprehensive volume listing some 100,000 merchants, manufacturers, professional men and individuals located in all parts of the republic. There are 1,400 pages. The book is well classified. It is the first general directory covering Mexico issued since 1910. The book is published by the American Book & Printing Company, Ave. Francisco Madero 25, Mexico City, D. F., Mexico.

Charles W. Hackelman, manager of the Commercial Engraving Publishing Co., Indianapolis, has just published a manual of practical instruction and reference covering commercial illustrating and printing by all processes for advertising managers, printers, engravers, lithographers, paper men, photographers, commercial artists, salesmen, craftsmen, instructors, students, and all others interested in these and allied subjects. The book covers fully thirty-five separate subjects, all of which are of importance to everyone concerned in the purchase of engraving or printing. The illustrations tell from what kind of copy each was made and how it was made.

The Edward Katzinger Co., Chicago, bakers, is publishing a very attractive house organ under the title of DOUGH.

BALKANS is the name of a new trade re-

view, published at 40 bis, rue Cardinet, Paris, devoted to Commerce and Industry of Roumania, Bulgaria, Jugoslavia, Greece and Turkey.

"The Guaranty Trust Co. of N. Y. has begun the publication of a monthly bulletin called the GUARANTY SURVEY, which will take the place of the semi-monthly pamphlets entitled AMERICAN GOODS AND FOREIGN MARKETS and FINANCIAL AND BUSINESS CONDITIONS IN THE U. S.

L'ECHO DU MEXIQUE is a new magazine published at 24, rue Chauchat, Paris, devoted to Franco-Mexican commercial interests, under the direction of M. Alfredo Aragon, formerly Mexican Consul-General in France, and edited by M. Emile Franck.

Messrs. Vickers-Petters, Ltd., of Ipswich, England, have recently issued a catalogue of crude oil engines for land and sea. This firm is the pioneer in Great Britain of the semi-Diesel engine.

The British South Africa Annual, 1920-21, edited by H. F. Knapp, Cape Town, Hortic's Ltd., is out. The industries, commerce, railways are all admirably represented.

Industrial Nottinghamshire, 1920, edited and compiled by Gregory Meakin, Derby, Remrose Publicity Co., Ltd., is out. Nottinghamshire is so highly developed industrially that the Nottingham Chamber of Commerce has done well in compiling this handbook to include the manufacturing districts of the county instead of confining them to the county town. This district is noteworthy on account of its diversified industries.

The latest issue of The Hazel News, house organ of Hazel & Co., 16 Nile St., City Road, London, N. 1, discusses the position in the leather goods trade so far as it relates to travelling bags, trunks, suit cases, etc. Mr. Hazel has been in the trade for 32 years and in this issue he reviews the retail and export trade in his line.

The International Mercantile Diary and Yearbook for 1921, published by Siren and Shipping, Ltd., 91 and 93 Leadenhall St., London, E. C., 3, is out of print. The 1922 issue is announced to be ready in October at 7/6 net, and the early order will get the volume.

The Hull Exchange Yearbook has just been issued. It is compiled by the Secretary of the Exchange and contains a preface dealing with Hull and its trade.

The Register of the Norwegian Mercantile Marine, 1921, published by the Sjøfarts Kondoret, Christiania, at 18 Kr. net, is out.

The Fullerton Lehigh Co., Fullerton, Pa., has published a 28page illustrated booklet in which the use of pulverized coal as a fuel for manufacturing plants, as well as pulverized coal plants and equipment, are described and illustrated. Interesting data, in addition to the general descriptions given in this booklet, include a table showing the consumption of pulverized coal in the U. S. by the various industries, cement manufacturers, iron and steel industry, production of copper, generation of power, etc.

Portland Cement Association, 12 pp. 6x9, illustr., describing in detail the proper buildings for the storage of sacked cement and the use of these buildings, including the handling of the material. The information is for the dealer, or for the user in jobs where the material is to be kept on hand in storage.

The Mid-West Concrete Products Association, successor by a recent change of name to the Mid-West Cement Users' Association, adopted the American Concrete Institute Specifications for concrete products.

Pointers on Payroll Divisions is the title of a manual put out by the Employers' Mutual Insurance Co., N. Y., 60 Broadway, New York City. The purpose of the manual is to aid contractors to make the proper division in payrolls for compensation and public liability insurance classification.

The Westinghouse Electric & Mfg. Co., East Pittsburgh, Pa. has published an elaborate booklet of 38 pages in which marine engineering and especially that phase which has to do with propulsion machinery and equipment, is outlined. The booklet is replete with illustrations of vessels of all types as well as the various propulsion machinery which constitutes the most vital part of every large vessel.

The Chicago Board of Trade, what it is, what it does—handy pocket size book which explains the economic functions of a market—tells how the Chicago Board of Trade operates, explains briefly the requirements for membership, defines such grain trade terms as "hedging," short selling, future trading, raids, manipulating, corner, etc. In conclusion is given a short history of the grain trade of this and other countries. Paper, 80 pages, by James E. Boyle, Ph. D., Professor of Rural Economy, College of Agriculture, Cornell University.

The T. L. Smith Co., 1120 32nd St., Milwaukee, Wisconsin, is publishing a new magazine for the engineer, contractor, roof builder and others interested in permanency and efficiency in construction work. The publication will be known as "Smith Snap-

shots" and will be sent on request to Companies.

An appraisal of bank letters sent to the Bankers' Magazine (April, 1921, p. 581), says "I like these 'Monthly Letters' issued by many of the banks. They give an analysis of business conditions that the average man doesn't get even from his newspaper. I particularly like the 'Letters' issued by banks that make a specialty of serving some certain industry. I always read them whether I have any interest in that industry or not, for in our modern system of doing business the good and bad times of one industry are pretty closely woven into the whole business fabric."

Return to pre-war price, by J. E. Carney, 16 pages "The future payment of private and public gold bearing obligations in gold coin or its equivalent gold value is becoming not only improbable, but impossible," and the natural deduction is that if our currency is to be thus inflated until after debts have been paid it will not be possible to return to pre-war prices. The Bartlett-Frazier Co., Chicago.

Blackburn has just published through its Chamber of Commerce an excellent year-book, the editor and compiler being Mr. E. Rudd, the secretary of the Chamber, and the publishers are the Bemrose Publicity Co., of Derby. Blackburn is a town of working looms and other textile machinery. Blackburn textiles are among the finest in the world.

Bulletin of the Imperial Institute, vol. 18, London: John Murray. This issue of the quarterly record of progress in tropical agriculture and industries is more than usually interesting inasmuch as it contains the Imperial Institutes summary of operations.

THE NEW RENAISSANCE is a new monthly magazine devoted to the arts, which has just appeared in New York with Charles Feldman as editor. Printing is entirely in Yiddish, with the exception of a few advertisements.

The official revision of the French language, which is in the hands of the French Academy, has recently made great progress, says a Reuter message. The first volume, ending at the letter H, and forming half of the eighth edition of the dictionary, has now been completed. Some 24,000 to 25,000 words have now been revised since 1878, that is in 43 years. M. Doumic, who presided over the sitting of the Academy at which this result was announced, states that it is hoped to conclude the present edition about 1964, or 86 years from the date at which the work began.

SPECIAL LIBRARIES DIRECTORY

The Special Libraries Association announces the forthcoming publication of a "Special Libraries Directory" which represents the culmination of an investigation covering several years by the Association's Census Committee, William F. Jacob, Chairman, supplemented by information gained as the result of local surveys in Boston, New York, Philadelphia and Washington.

The data thus obtained has been turned over to Dorsey W. Hyde, Jr., as Editor of the Directory, and the manuscript volume has recently been placed in the hands of the printer. It is estimated that the book when completed will run to about one hundred pages, including a list of over thirteen hundred American special libraries, with written descriptions of some four hundred libraries of the total. The volume will be printed on good quality paper and bound in a yellow cover.

The publication of the Special Libraries Directory is a unique undertaking reflecting great credit upon the Association's Census Committee and the local associations of special librarians who made the undertaking possible. In so far as known the book will represent the first attempt to compile a comprehensive index to the special information resources of a nation.

Copies of the Special Libraries Directory will be ready for distribution within thirty days and every member of the Association should obtain a personal copy and call the book to the attention of all interested persons and organizations. A moderate charge will be made for each copy of the Directory and copies may be obtained upon application to the Association, 3363 Sixteenth Street, Washington, D. C.

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